

NEXT GENERATION WORKPLACE (HARDWARE REPLACEMENT)

TERMS OF REFERENCE:

- All devices mentioned below will be used by staff at OPEC HQ in Vienna, Austria
- Kindly specify both monthly and yearly financial leasing terms for a total period of 4 years
- Kindly share your support plan as we need next business day hardware support for all the below mentioned devices
- Kindly share detailed lease service agreement, including but not limited to terms and conditions, warranty, damage, build-in maintenance, repair, lost, stolen devices and cancellation policy for the below leased equipment
- All laptop devices mentioned below should have the possibility to be enrolled in Microsoft 365 tenant – Windows Autopilot program
- Kindly confirm that it is possible to install stock OEM operating system on the laptop devices
- Kindly confirm that when the devices are “secure wiped” by the vendor, we would receive a confirmation certificate to this effect
- Kindly specify the expected delivery time for all equipment
- All devices shall be delivered in timely manner according to OPEC replacement plan which is expected within 3-6 months after purchase
- Kindly share the terms for fair market value buy back/trade-in as well as renewal options after 4 years
- Kindly share terms to obtain a credit note for the existing devices which are in good condition such as desktops, monitors and laptops based on fair market value
- Optional: Service costs per hour for vendor technician support as required during the installation of equipment or decommissioning older equipment
- Please find the list of devices and quantity required as follows:

Item Description	Equipment Type	Quantity
Lenovo ThinkPad X1 Carbon latest generation (Multi touch display, latest i7-Processor, 32 GB RAM, 512 GB SSD, EU English layout) with 4 years Pro Support	Laptop	125
Logitech Logi Dock – MS teams version - Black	Docking station	125

Logitech MX KEYS and MS Master 3S Combo - Graphite - US International layout	Wireless keyboard and mouse	125
Logitech Zone Wired Earbuds UC (Unified communications)- Graphite	Wired Earphones	125
Logitech Brio Ultra HD Pro Business Webcam with Windows Hello support - Graphite	Webcam	125
Dell/Samsung/Philips 27in business IPS panel 4K monitor, thin bezels, with at least 1 display port and 1 HDMI connection - Black	Monitor	250

- The offer should be in English
- For any technical questions kindly contact Mr. Prem PARIKH, Systems and User Support Specialist (pparikh@opec.org), Tel. 21112-3235